

CONFIDENTIAL

LN 22-100-2
TRAVEL
26 May 1955

NOTICE NO.
LN 22-100-2

SUBJECT: Preparation and Approval of Official Overseas
Temporary Duty Travel Orders

25X1A

REFERENCE: (a) LI 22-100-1 dated 10 June 1953
(b) CIA Regulation [REDACTED] dated 21 November 1952
(c) Memorandum from DD/S, above subject, dated 9 May 1955

1. Pending revision of reference (a), the following procedure will be followed in preparing official overseas temporary duty travel orders for Office of Logistics personnel:

a. A memorandum to the Deputy Director (Plans), as required by reference (b), will be prepared for the signature of the Director of Logistics in accordance with the attached format.

b. This memorandum, accompanied by the completed travel order (Form 33-27 - in an original and 11 copies) will be forwarded to the following in turn in accordance with the procedure established by reference (c):

- (1) Area Division(s) concerned
- (2) Central Cover Division
- (3) SSA-DD/S
- (4) Central Processing Branch

c. Reference (c) indicates that concurrence in the memorandum and travel order by the Chief of the Area Division(s) concerned from the standpoint of operational feasibility, and concurrence by the Chief of the Central Cover Division for cover, will satisfy the overall DD/P coordination requirements in respect to the proposed travel. Reference (c) also authorizes the SSA-DD/S to approve such memoranda and travel orders.

2. Your attention is directed to the fact that normally it is necessary that travel orders be forwarded to the Central Processing Branch thirty days in advance of planned date of departure. This fact should be taken into consideration when overseas travel is first contemplated. Also, cover needs will be informally discussed with the Central Cover Division prior to the preparation of the required memorandum and travel order. If a passport is necessary, immediate steps should be taken to file the application.

FOR THE DIRECTOR OF LOGISTICS:

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Chief, Administrative Staff, OL

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